

HERITAGE CONFERENCE CENTER

at

POCAHONTAS STATE PARK

APPLICATION / CONTRACT FOR RESERVATION

Name of Organization: _____

Contact Person: _____

Address: _____

Phone: _____

Desired Date Of Reservation: _____

Arrival Time: _____ Departure Time: _____

Number of People: _____

Facilities Requested: _____ Large Room _____ Daily Rate
_____ Warming Kitchen _____ Hourly Rate (When available)
_____ Audio/Visual Equipment

Other Requirements and/or Requests:

The undersigned hereby agrees to accept this application if approved, subject to the terms and conditions as expressed or implied herein and on the attached Guideline for Use Sheet.

Signature: _____ Date: _____

Reservation Fee \$ _____

50% Deposit Paid \$ _____

Balance Due \$ _____

Date Paid: _____

Date Due: _____

Damage to the Heritage Center facility, not considered normal wear and tear, may be billed to the person registered for the Center on an itemized cost basis. All reservations require 50% down at the time of the reservation, and are non-refundable within 14 days of the event. Please add 5% state sales tax to all reservations.

Daily occupancy is from 8:00 am to 10:00 pm. Additional fees will be charged for early arrivals and late departures.

Reservation Confirmed By: _____ Date: _____

THE HERITAGE CENTER

AT

Pocahontas State Park

Private/Corp.

Gov't/Educational

Large Room -

(Includes tables and chairs, outside
deck area and warming kitchen.)

\$225 per day

\$125 - 4 hours

\$25 – each add'l
hour

\$135 per day

\$75 – 4 hours

\$15 – each add'l
hour

Room Capacity –

Seated at tables – 50

Reception Style – 125

Auditorium Style – 80

No daily parking fees will be charged to any participants of events held at the Heritage Center, so long as vehicles remain in the parking lot provided.

A completed application and 50% deposit are required to confirm reservations. Balance of fees are due 30 days prior to the reservation date, and are non-refundable within 14 days of the event. There is a \$10 cancellation fee for all cancellations.

The park no longer approves any alcohol permits for private events at the Heritage Center. Special Use Permits must be obtained for any special need or request requiring non-traditional use of the buildings or grounds. This permit application can be obtained for the park office. There is a \$10 fee for processing Special Use Permit requests. Allow 30 days for processing.

Damage to the Heritage Center facility, not considered normal wear and tear, may be billed to the person registered for the Center on an itemized cost basis.

Daily occupancy is from 8 am to 10 pm. No additional time is allowed for set-up or clean up.

Please leave the building in the condition found. There is a dumpster located behind the building for disposal of trash. Please do not remove tables, chairs, or other furnishings and equipment from the inside of the building. Park Staff will discard any food left in the kitchen area.

Audio-Visual equipment can be used if requested in advance. Equipment includes overhead projector/screen, TV/VCR with stand, Flip Chart Easels, Large Wipe-off boards, Table Top Podium or Standing Podium.

GUIDELINES FOR HERITAGE CONFERENCE CENTER USE
Pocahontas State Park

(Please read all rules and regulations and sign at the bottom)

1. Upon arrival, please report any observed damage or maintenance needs immediately to the park office. Property damage beyond normal wear may be charged to the person whom the group reservation is made on an itemized cost basis. Please leave the facility in the condition found.
2. Abuse of park facilities, trees, plants, and/or violations of park regulations may result in eviction and forfeiture of user fees.
3. **Tables, chairs, trashcans, or other furnishings and equipment are not to be removed from the inside of the conference center building. Please do not move furniture to the deck area.**
4. **Smoking is PROHIBITED** inside the conference center building.
5. Animals are PROHIBITED inside the conference center, unless designated as certified guide assistance animals.
6. Kitchen equipment may not be used for anything other than its intended use. **All kitchen equipment should be left clean upon departure.** Please place all trash in trash containers prior to leaving the area.
7. **Pocahontas State Park is not responsible for lost or stolen property.** Please keep all valuables in a secure location.
8. **All directional signs must be park approved and freestanding.** Attachment of signs to park buildings, trees, gates, or sign posts is prohibited.
9. The park management is no longer approving alcohol banquet permits for the Heritage Conference Center. **Alcoholic beverages are prohibited** from both the building, and the surrounding picnic areas.
10. **Additional fees will be charged for early arrival or late departure. Additional fees will be charged for seasonal activities such as swimming and boating and are not included in the Conference Center reservation.**
11. **A park issued Special Use Permit Application** must be submitted 30 days in advance when any special request or requirement is needed. Examples of these needs are amplified sound equipment, outdoor cooking facilities, early or late departures, or special ceremonies requiring additional maintenance in the area. **Call the park office for details.**
12. The front Board Room of the Conference Center is now used as an **Environmental Education Center** for Park Staff Programs. Please be courteous to these students when programs are in session.

Signature of Qualified Registrant: _____

Group Name of the Application: _____

Date of Birth: _____

(Registration must be completed by a member of the party 21 years of age or older. This person accepts responsibility for the party.)